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DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF ENVIRONMENTAL PROTECTION

333 W. Nye Lane, Room 138
Carson City, Nevada 89706

Nevada Recycling and Waste Reduction Contracts

2004 Request for Proposals

January 30, 2003

The Nevada Division of Environmental Protection (NDEP) is soliciting proposals for 2004 Nevada Recycling and Waste Reduction contracts. This Request for Proposals is targeting municipalities, not-for-profit organizations, schools, the University and Community College System of Nevada, and other public institutions in Nevada. Proposals may be submitted for a one or two year contract term and should be developed using the guidelines in this document.

Background and Available Funding

In 1991, Assembly Bill 320 established a \$1.00 per tire recycling fee for each retail tire sold in Nevada. Funds generated from that fee are deposited in the Solid Waste Management Account and are allocated among the two health districts in Nevada, the Department of Taxation, and the NDEP. Funding for the 2004 Recycling and Waste Reduction Contracts comes from NDEP's portion of the Solid Waste Management Account. Contract awards will be considered for one and two year terms. Matching funds and in-kind contributions are not required but are encouraged.

Objectives and Goals

The objectives of the 2004 Nevada Recycling and Waste Reduction contract program are to provide funding to groups, municipal governments, or institutions to increase public awareness, provide public education, and promote recycling and waste reduction in Nevada. Projects should assist Nevada in achieving the statutory goal of recycling 25% of the solid waste generated in the state. Goals of the contract program are to:

- increase public awareness and education of the value and importance of recycling, reuse and waste reduction;
- encourage public participation in recycling, reuse, and waste reduction programs;
- improve recycling and reuse opportunities for Nevada residents;
- and improve local markets for locally recycled and reused materials.

NDEP encourages action-oriented projects rather than projects oriented toward research and development. Proposals should be realistic, specific, focused, have an effective delivery system, identify a target audience, and be reasonable and appropriate for the amount of funding requested. Proposals which demonstrate the likelihood of the project continuing beyond NDEP seed-funding will be favored.

Eligible Expenditures

Contract funds may be used for personnel, operating expenses (office supplies, copying, faxing, postage, etc), travel, subcontractors, and equipment purchases which support goals of the project and the contract program.

Contract Duration & Eligibility

Proposals will be accepted from municipalities, not-for-profit organizations, schools and school districts, the University and Community College System of Nevada, and other public institutions. Partnerships are encouraged. The 2004 Recycling and Waste Reduction Contract period is targeted to coincide with the Nevada fiscal year beginning July 1, 2003 and ending on June 30, 2004. Two year contract terms will be from July 2003 to June 30, 2005. Contracts will not be effective until fully executed by the contractor's authorized representative and the Nevada Board of Examiners.

Application Requirements

All proposals are limited to three double-sided pages (excluding cover page and budget). Please provide five copies of each proposal. Proposals that do not adhere to this format will be rejected.

The following information must be provided within the proposal:

- ✓ a one-page cover letter, which includes the project title, summary, amount requested, applicant's name, address, phone and fax numbers, and e-mail address, if available;
- ✓ proposed starting/ending dates of the project;
- ✓ a detailed budget (on the form provided) which includes matching funds and/or in-kind contributions, if used;
- ✓ a project work plan which includes background, goals, need for the project, scope of work, measurement indicators, specific deliverables, project time line, and qualifications of the project team;
- ✓ if applicable, a letter of support from partners on organization letterhead stating their role in the project.

(Note: NDEP recycling program staff are available to discuss potential projects and assist applicants with preparation of a complete proposal. Call David Friedman at (775) 687-9466.)

Contract Requirements

All contract recipients must comply with NDEP's financial assurance and program assurance requirements. Quarterly progress reports will be required, as well as a final program and/or annual report. Quarterly invoices must be accompanied by receipts (as requested) and all contract recipients will be held accountable for funding they receive. All quarterly reports and invoices must be submitted to NDEP on recycled or reused paper. Recycled-content products must be used as much as practical throughout the contract period. A budget justification form and a completed sample are attached for applicant's use and reference.

Application Deadline


Proposals must be received in the Nevada Division of Environmental Protection, Solid Waste Branch, 333 West Nye Lane, Room 120, Carson City, Nevada 89706-0851 by **5:00 pm on April 1, 2003**. Original proposals must be submitted; faxes and e-mail proposals will **NOT** be accepted. Proposals received after that time will not be eligible for consideration.

Proposal Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Will the project help reduce solid waste generation in Nevada?
- Will the project help Nevada achieve a 25% recycling rate?
- Does the project address one or more of the items listed under "Objectives & Goals"?
- Is the project's total budget reasonable for the scope of work?
- Does the project provide information or data on recycling and/or municipal solid waste generation in Nevada?
- Does the project provide educational opportunities to the public on recycling and/or

- waste reduction?
- Does the organization or project team have the experience to implement the project?
 - Will the project result in the creation of jobs or stimulate local economic development?
 - Is the project likely to continue without further NDEP funding after the contract has ended?
 - Does the project leverage other funding sources?
 - Is the project well thought out and reasonable?
 - How will project performance be measured?
 - If applicable, what was the previous grant performance of the applicant?

For More Information 

If you have questions about the 2004 Nevada Waste Recycling & Waste Reduction contracts contact:

David Friedman, Recycling Coordinator
Nevada Division of Environmental Protection
333 W. Nye Lane
Carson City, NV 89706
(702) 687-9466

Sample Budget Justification For NDEP Recycling/Waste Reduction Contract

Category	Justification	State Funds	Cash Matching Funds	In-Kind Match	Total
PERSONNEL 1-MANAGER	\$10.00 PER HR / 20 HRS WK / 50 WKS	\$5,000.00	\$2,000.00	\$3,000.00	\$10,000.00
Sub-Total		\$5,000.00	\$2,000.00	\$3,000.00	\$10,000.00
FRINGE BENEFITS (35% max)	(PROVIDE ITEMIZED EXPLANATION HERE)	\$1,750.00	\$700.00	\$1,050.00	\$3,500.00
Sub-Total		\$1,750.00	\$700.00	\$1,050.00	\$3,500.00
OPERATING					
POSTAGE	POSTAGE-10,000 @ \$0.33 EACH = \$3,200.00		\$3,300.00		\$3,300.00
PHONE	PHONE-LONG DISTANCE = \$ 200.00		\$ 200.00		\$ 200.00
INSTRUCTIONAL SUPPLIES	WORKBOOKS 400@ \$4.00 EACH = \$1,600.00	\$1,600.00			\$1,600.00
RECYCLING WHEELS	2,500 SMALL WHEELS @ \$1.01 = \$2,525.00	\$2,525.00			\$2,525.00
Sub-Total		\$4,125.00	\$3,400.00		\$7,525.00
EQUIPMENT					
4 SECTION/90 GALLON RECYCLING CONTAINERS	4 CONTAINERS @ \$150.00 = \$600.00 (BUILDING SIDE MINI-CYCLERS)	\$300.00	\$300.00		\$600.00
Sub-Total		\$300.00	\$300.00		\$600.00
TRAVEL (not to exceed state rates)	\$26.00/day - food \$58.00/night - lodging				
CONFERENCE / WASTE EXPO	1-MANAGER /2 NIGHTS /3 DAYS	\$97.00	\$97.00		\$194.00
Sub-Total		\$97.00	\$97.00		\$194.00
TOTAL DIRECT CHARGES		\$11,329.00	\$6,554.00	\$4,050.00	\$21,953.00
TOTAL INDIRECT COST (25.1% MAX)	MAXIMUM IDC 25.1% OF TOTAL PERSONNEL AND FRINGE COSTS	\$1,572.75	\$629.10	\$943.65	\$3,145.50
GRAND TOTAL		\$12,844.75	\$7,126.10	\$4,993.65	\$24,964.50

Budget Justification For NDEP Recycling/Waste Reduction Contract

Category	Justification	State Funds	Cash Matching Funds	In-Kind Match	Total
PERSONNEL					
Sub-Total					
FRINGE BENEFITS (_____%)					
Sub-Total					
OPERATING					
Sub-Total					
EQUIPMENT					
Sub-Total					
TRAVEL (not to exceed state rates)	\$26.00/day - Food \$58.00/night - Lodging \$0.36/mi. - Mileage Reimbursement				
Sub-Total					
TOTAL DIRECT CHARGES					
TOTAL INDIRECT COST (_____%)					
GRAND TOTAL					